



STATE OF MICHIGAN RECORDS MANAGEMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES
 MICHIGAN HISTORICAL CENTER
 RECORDS MANAGEMENT SERVICES

11/DATA

DEPARTMENT Attorney General	DIVISION Department-Wide Databases
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SIGNED: AGENCY REPRESENTATIVE <i>Walter C. Lee</i>	TITLE Asst. Attorney General	DATE 10/6/08
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This Retention and Disposal Schedule was developed to address the retention of data contained in databases that are used to manage cases and other assignments handled by the Department of Attorney General. All divisions within the department access and use these databases.

APPROVALS (Signatures)

NO OBJECTION TO DISPOSAL AND/OR RETENTION AS SET FORTH IN THIS SCHEDULE

The records described herein are deemed necessary:

- (1) for the continued effective operation of this agency;
- (2) to constitute an adequate and proper recording of its activities; and
- (3) to protect the legal rights of the government of the State of Michigan and of the people.

This retention and disposal schedule meets the administrative, legal and fiscal requirements of this agency.

PREPARER <i>Cathy Wojcik</i>	DATE 10-1-08	MICHIGAN HISTORICAL CENTER <i>Mark E. Harny</i>	DATE 10/16/08
RECORDS MANAGEMENT SERVICES <i>Aubra Searpant</i>	DATE 10/2/08	ASSISTANT ATTORNEY GENERAL <i>Thomas F. Schim</i>	DATE 10/6/08
STATE ADMINISTRATIVE BOARD	DATE	AUDITOR GENERAL <i>Paul E. Green</i>	DATE 10/29/08

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

Dept Code Dept Name
/11/DATA/ *Department-Wide Databases*

Item Number	Series Title	Agency Retention	Total Retention	State
				Administrative Board Approval Date

0.INTRO -

These databases are used to manage cases and other assignments handled by the Department of Attorney General. All divisions within the department access and use these databases.

36800A -	<u>Workflow Databases-Citizen Letters</u>	ACT+4	ACT+4
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FileMaker Pro database software was used by the Department of Attorney General to track the workflow of the department, including litigation, general assignments, citizen letters, opinions, etc. Hardcopy case files contain the official documentation of all cases and assignments. A FileMaker Pro database called Agenda was used by most divisions, but some divisions created separate databases using the same software. Data fields include case number, plaintiffs, defendants, requestor name, contact information for various parties, dates opened and closed, division and attorney assignments, notes, etc. The department stopped using Agenda beginning in 2007, and completed replacement of it with Legal Files in 2008 (see item #36801). This data documents the handling of citizen letters. ACT = until issue is resolved.

36800B -	<u>Workflow Databases-Cases and Assignments</u>	ACT+10	ACT+10
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FileMaker Pro database software was used by the Department of Attorney General to track the workflow of the department, including litigation, general assignments, citizen letters, opinions, etc. Hardcopy case files contain the official documentation of all cases and assignments. A FileMaker Pro database called Agenda was used by most divisions, but some divisions created separate databases using the same software. Data fields include case number, plaintiffs, defendants, requestor name, contact information for various parties, dates opened and closed, division and attorney assignments, notes, etc. The department stopped using Agenda in 2007 and replaced it with Legal Files (see item #36801). This data documents the handling of litigation, general assignments, transactions, and investigations. ACT = until case or assignment is closed.

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
36801A -	<u>Legal Files-Citizen Letters</u>	ACT+4	ACT+4	
	<p>Legal Files is a SQL database that is used by the entire Department of Attorney General to track the workflow of the department, including litigation, general assignments, citizen letters, opinions, etc. The database also maintains electronically the official documentation of all cases and assignments. Data fields include case number, plaintiffs, defendants, requestor name, contact information for various parties, dates opened and closed, division and attorney assignments, notes, etc. The department started using Legal Files in 2007, but converted the previous four years of data from FileMaker Pro. This data documents the handling of citizen letters. ACT = until issue is resolved.</p>			
36801B -	<u>Legal Files-Office Files</u>	CR+2	CR+2	
	<p>Legal Files is a SQL database that is used by the entire Department of Attorney General to track the workflow of the department, including litigation, general assignments, citizen letters, opinions, etc. The database also maintains electronically the official documentation of all cases and assignments. Data fields include case number, plaintiffs, defendants, requestor name, contact information for various parties, dates opened and closed, division and attorney assignments, notes, etc. The department started using Legal Files in 2007. This data documents calendar items, document drafts or final documents.</p>			
36801C -	<u>Legal Files-Cases and Assignments</u>	ACT+10	ACT+10	
	<p>Legal Files is a SQL database that is used by the entire Department of Attorney General to track the workflow of the department, including litigation, general assignments, citizen letters, opinions, etc. The database also maintains electronically the official documentation of all cases and assignments. Data fields include case number, plaintiffs, defendants, requestor name, contact information for various parties, dates opened and closed, division and attorney assignments, notes, etc. The department started using Legal Files in 2007. This data documents the handling of litigation, general assignments, transactions, and investigations. ACT = until case or assignment is closed.</p>			

ACT = Active

CR = Creation

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Item Number	Series Title	Agency Retention	Total Retention	State
				Administrative Board Approval Date
36802 -	<u>Systems Documentation</u>	ACT+5	ACT+5	

These records document the development and maintenance of department-wide databases, such as Agenda and Legal Files. These files may include correspondence, notes, systems documentation, source codes, objects codes, code definitions, system layout, testing, change control, maintenance work (including upgrades), project plans and timelines, operational procedures, data conversion, system migration, etc. Reference copies of requests for proposals, vendor bids and contracts may also be retained, but are not subject to this retention period, because they are non-records. ACT = life of system. Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after implementation is completed.

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FY = Fiscal Year

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

 DEPARTMENT OF HISTORY, ARTS AND LIBRARIES
 RECORDS MANAGEMENT

59/FAD20B

DEPARTMENT Transportation	DIVISION Contract Services Division
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SIGNED: AGENCY REPRESENTATIVE <i>Pamela R. Pung</i>	TITLE MDOT Records Management	DATE 9/22/08
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The Contract Services Division administers MDOT's contracting processes, including bid lettings, contract awards, contractor payments, prequalification of contractors to bid on MDOT projects, contract monitoring, and purchasing.

The attached Retention and Disposal Schedule covers item numbers 36796 and 36797.

APPROVALS (Signatures)

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This retention and disposal schedule meets the administrative, legal and fiscal requirements of this agency.

PREPARER <i>[Signature]</i>	DATE 9/19/08	MICHIGAN HISTORICAL CENTER <i>[Signature]</i>	DATE 10/15/08
RECORDS AND FORMS MANAGEMENT DIVISION <i>[Signature]</i>	DATE 9/22/08	ASSISTANT ATTORNEY GENERAL <i>[Signature]</i>	DATE 10/23/08
STATE ADMINISTRATIVE BOARD	DATE	AUDITOR GENERAL <i>[Signature]</i>	DATE 11/17/08

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

Dept Code Dept Name
/59/FAD20B/ Contract Services Division

Item Number	Series Title	Agency Retention	Total Retention	State
				Administrative Board Approval Date

36796	-	<u>Unsuccessful Consultant Proposal Records</u>	ACT+0/6	ACT+7
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These records are maintained to document the selection of consultants. Files may include but may not be limited to: proposals, sorted by Central Selections Review Team meeting date. (ACT = Central Selections Review is complete)

36797	-	<u>Original Consultant Selection Documentation</u>	ACT+1	ACT+7
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These records are maintained to document the selection of consultants. Files may contain but may not be limit to: Central Selections Review Team Action Sheet and Score Sheets, sorted by Central Selections Review Team meeting date. (ACT = Central Selections Review is complete)

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal
